

<b>TO</b> Municipal Building Surveyor Benalla Rural City Council P O Box 227, BENALLA VIC 3671		Phone (03) 5760 2600 Email council@benalla.vic.gov.au
<b>FROM</b> (agent/applicant)		
NAME		
ADDRESS <i>(for serving/giving documents)</i>		
PHONE	EMAIL	
Indicate if the applicant is a lessee or licensee of Crown land to which this application applies		<input type="checkbox"/> tick if applicable
<b>OWNER DETAILS AND CONSENT</b>		
NAME		
POSTAL ADDRESS		
CONTACT PERSON		
PHONE	EMAIL	
I, _____ (name) consent to the lodging of this application.		
SIGNED		DATE <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> / <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span> / <span style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; vertical-align: middle;"></span>
<b>PROPERTY DETAILS</b>		
NUMBER /LOT	STREET /ROADD	
MUNICIPAL DISTRICT/TOWN		POSTCODE
BUILDING PERMIT NUMBER	DATE ISSUED / /	
<b>BUILDER DETAILS</b> (if known, including owner builder <sup>2</sup> )		
<i>If the builder is carrying out domestic building work under a major domestic building contract, attach an extract of the major domestic building contract showing the names of the parties to the contract in relation to the proposed building work and a copy of the certificate of insurance (if applicable).</i>		
<b>OWNER BUILDER</b>		
I intend to carry out the work as an owner-builder		YES <input type="checkbox"/> Certificate of Consent No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span> NO <input type="checkbox"/>
BUILDER NAME		
CONTACT PERSON*		
POSTAL ADDRESS		
PHONE	EMAIL	

\* **Natural person for directions, notices and orders** (if the builder is a body corporate)

**BUILDING PRACTITIONER/S<sup>1</sup> AND/OR ARCHITECT****A) PERSON/S TO BE ENGAGED IN THE BUILDING WORKS<sup>3</sup>**

Name	Category/class:	Reg No:
Name	Category/class:	Reg No:
Name	Category/class:	Reg No:

**B) PERSON/S ENGAGED TO PREPARE DOCUMENTS SUBMITTED WITH THIS APPLICATION<sup>4</sup>**

Name	Category/class:	Reg No:
Name	Category/class:	Reg No:

*If a registered domestic builder is doing the work, attach details of the required insurance (if over \$16,000).*

**NATURE OF BUILDING WORKS**

Description of building works \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What will the building be used for? \_\_\_\_\_

Is there a contract for the building work? YES  NO

What is the value of building works? *(Contract price or estimate if no contract)*

*Please provide a break down including labour and materials and attach details of the method.)* \$

Cost of building work relating to a class 2 – 8 building \$

Cost of building work relating to a class 1, 9 or 10 building \$

**STAGE OF BUILDING WORKS** (If application is to permit a stage of the building work)

EXTENT OF STAGE <i>(describe)</i>	Cost of work for this stage \$
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I/we appoint the Municipal Building Surveyor of Benalla Rural City Council pursuant to Section 76 of the *Building Act 1993* and declare that no other building surveyor has been appointed for the building works described above.

SIGNED  DATE  /  /

*Please note the Building Levy will have to be paid directly to the Victorian Building Authority before a building permit number can be allocated to your application.*

*Personal Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal Information provided is for the above purpose and that they may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer".*

ATTACH COPY OF RECEIPT

OFFICE USE ONLY
Receipt no.
Date paid
Building permit paid
Building lodgment paid
Total paid
Cashier initial

## IMPORTANT NOTES

### NOTE 1

Building practitioner means:

- a building surveyor;
- a building inspector;
- a quantity surveyor;
- an engineer engaged in the building industry;
- a draftsman who carries on a business of preparing plans for building work or preparing documentation
- a builder including a domestic builder;
- a person who erects or supervises the erection of prescribed temporary structures; or
- a person responsible for a building project or any stage of a building project and who belongs to a class of people prescribed to be building practitioners;

but does not include:

- an architect; or
- a person (other than a domestic builder) who does not carry on the business of building.

### NOTE 2

If you are an owner builder there are restrictions on the sale of the building under section 137B of the *Building Act 1993*. Section 137B also prohibits an owner-builder from selling a building on which domestic building work has been carried out within 6.5 years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Building Control Commission maintains a current list of domestic insurance providers.

### NOTE 3

Includes building practitioners with continuing involvement in the building work.

### NOTE 4

Include only building practitioners with no further involvement in the building work.

### NOTE 5

The use of the building may also be subject to additional requirements under other legislation such as the Liquor Control Reform Act 1998 and the Dangerous Goods Act 1985.

## GENERAL INFORMATION

### BUILDING PERMIT

A Building Permit is valid for twelve (12) months and will lapse if building works have not commenced within that time. For works related to dwellings and outbuildings, construction must be completed within twenty-four (24) months, unless extensions in writing are approved by the Building Surveyor.

### PLANNING

Before making an application for a building permit, it is important you understand the impact of the Benalla Planning Scheme on your land. You may require a Planning Permit for the proposed development. Depending on the land and the proposal, the present provisions of the Planning and Environment Act and Building Act may require **two separate permits. If two permits are required, each permit requires its own paperwork**

### INSPECTIONS

Applications for a Building Permit must be lodged with the Benalla Rural City Council at our Customer Service Centre, open Monday to Friday between 8.30am to 5.00pm, located at 1 Bridge Street East, Benalla Vic 3672.